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T/II/R-1  
13 August 1965

UNITED STATES INTELLIGENCE BOARD  
COMMITTEE ON DOCUMENTATION

TASK TEAM II - ITEM IDENTIFICATION

MEMORANDUM FOR: Chairman, Committee on Documentation  
SUBJECT: Transmittal of Task Team II Report  
REFERENCE: CODIB-D-111/1.2/2, 25 November 1964

1. Transmitted herewith is the report of CODIB Task Team II, Item Identification. This report is the result of 22 meetings of the Task Team (beginning on 13 October 1964), a good deal of homework on the part of team members, and staff analytic assistance from the CODIB Support Staff.

2. A list of participating members is attached, indicating extent of participation in meetings. The Team worked together as a group of interested and knowledgeable people and not as representatives of particular agencies or departments. Departmental coordination was expected to take place after the report is submitted to you.

3. CODIB's original charge to the Task Team was a double one: a. develop and publish a standard item list and, b. develop and implement standard item description elements. The Team has responded to "a" by proposing an Item Register System (Recommendation A-B), together with an implementation plan and resource estimates. The Team feels that "b" can best be accomplished during the establishment of an Item Register System and so recommends in this report (Recommendation C).

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Group 1  
Excluded from automatic  
downgrading and  
declassification.

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4. In Recommendation D the Team proposes its own dissolution. The Team will therefore not engage in further activities until CODIB has acted upon that recommendation.

5. The report consists of five sections: a brief summary of conclusions and recommendations (Section I), an introductory section discussing the problem and relating the Team's approach to other possibilities and Task Teams (Section II), a discussion of the basic elements of a proposed solution to the problem (Section III), a proposal for an Item Register System, together with an implementation plan, resource estimates, and consideration of system alternatives (Section IV), and specific recommendations (Section V). In addition, six informative appendices are attached. A special-channels supplement to Appendix 3 and Appendix 4 will be forwarded separately.

6. I would like to take this opportunity to commend to you the fine work done by all concerned, both those on the Team itself (including those assisting from the CODIB Support Staff) and those in the agencies who supported them.

7. I also feel it my duty to give my own impressions of the adequacy of this type of organization to do this type of work. As stated in the Terms of Reference (Referenced above), the overall task was "to prepare gross alternative plans for an operational system, (which) would be difficult to accomplish without some full-time assistance and continuity." The CODIB Support Staff has provided a good deal of this staff-analytic capability, without which the Team report might never have been finished. However, I would like to state here as my personal opinion (not necessarily reflecting the views of the Team) that a part-time, ad-hoc group is not the best instrument for system design activities. The use of a committee is most valuable in bringing together diverse backgrounds and experiences to advise, guide and evaluate such activities, but the actual design work is best done by full-time staff personnel.

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[REDACTED]  
Chairman, CODIB Task Team II

Attachments:

- a. List of participants in Task Team II work
- b. Task Team II Report

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Participation in Task Team II Activities

CIA

\* [ ] chairman (all meetings)  
(meetings 1 through 8)

State

\*Mr. Curtis L. Fritz (9 meetings)  
\*Mr. Robert F. Whipp (9 meetings)

DIA

[ ] (all meetings)

Air Force

\*Lt. Col. Robert R. McAnaw (all meetings)

Army

\*Mr. Robert D. Baxter (14 meetings)  
Mr. Charles L. Johnson (meeting 6)

Navy

Mr. D'Armand Dochez (meetings 6 and 7)  
LTJG Glen A. Lillquist (meeting 6)

NSA

[ ] (16 meetings)  
[ ] (15 meetings)

CODIB Support Staff

[ ] Secretary (all meetings)

\*Participated in a substantial number of meetings and agrees (as an individual) with the substance of this report.

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